

## 2014 Government Management Indicators Survey

Georgia Department of Community Affairs  
60 Executive Park South, N.E.  
Atlanta, Georgia 30329-2231

Government \_\_\_\_\_

USER ID # \_\_\_\_\_

### General Information and Points to Remember

The Government Management Indicators (GOMI) survey is a mandated survey and must be completed by each local government. Failure to complete and return the survey by the deadline date may affect your government's eligibility for financial assistance granted through the Department of Community Affairs (DCA). When you return the completed survey to DCA, the data is entered into a computer database that DCA staff can access and review. Once your survey has been reviewed, a DCA staff member may call you to make any necessary corrections, or possibly to get follow-up information to make the survey more complete.

#### PLEASE NOTE

This survey is to be completed with information from your government's most recently completed fiscal year.

#### ASK FOR ADVICE

Often, one government representative (for example, a commissioner, mayor or clerk) completes this survey. As it is unlikely that one individual knows the details of each and every government operation, consult with your colleagues in other departments for the correct answers.

#### PROVIDE COMPLETE ANSWERS

Answer each question as completely as possible. For a question that does not pertain to your government, follow instructions to either skip that question or mark the space provided "NOT APPLICABLE".

#### USE THE GLOSSARY OF TERMS

Sometimes a word or term can mean different things to different people. To ensure that you are answering the questions in the way intended by DCA, refer to the definitions that are provided for your use. Terms that appear in the glossary are **bold** / *italicized* in the survey text.

#### CALL DCA FOR ASSISTANCE

DCA \_\_\_\_\_ has the GOMI survey and other surveys the department administers. Instead of leaving a question blank, or answering it with uncertainty, call Norma Allen for assistance anytime at (404) 679-3132 or e-mail [norma.allen@dca.ga.gov](mailto:norma.allen@dca.ga.gov).

#### KEEP COPIES

Please keep a copy of the completed survey for your files.

RETURN BY JUNE 30, 2014

### Section I: Management Functions

To answer some of the questions in Section I, you may need to consult the persons most knowledgeable about your government's administrative functions and record keeping. This may include the Clerk, Manager, Administrative Assistant or Executive Assistant, Personnel Director, Accountant and/or Appraiser.

The following list contains several management functions that may be undertaken by local governments. The key below provides the numerous ways that a local government may provide these functions. Please check or fill in the appropriate box with the answer that best describes how your government handles each function.

**A** - Your government directly

**B** - Agreement with other local government or governments which may include city governments, county governments and/or a local government authority

**C** - Agreement with Regional Commission (RC)

**D** - Agreement with private provider

**E** - Combination of the above methods

**E** - Function not provided

#### Check only one choice per function

Accounts Payable/Receivable

Archiving & historical data

Collecting and maintaining  
land use data

Geographic information systems

Issuing *occupation tax*  
certificates

Law enforcement records

Maintaining court records

Payroll preparation

Tax assessment

Tax billing

Tax digest

Utility bill preparation

Voter registration

**a**

## Section II: Services Provided

To answer some of the questions in Section II, you may need to consult the persons most knowledgeable about the services available in your jurisdiction. This may include the Manager, Budget Officer, Social/Human Services Officer, Public Works Director and/or Solid Waste Director.

1. The following list contains several services that may be provided within your jurisdiction. Using the key below, check or fill in the box provided with the answer that best describes the services available in your jurisdiction and how they are provided.

- A** - Your government directly (e.g., emergency medical service provided by your government's employees)
- B** - Local government *authority* (e.g., emergency medical service provided by an authority associated with your government)
- C** - Agreements with other local government(s) (e.g., emergency medical service provided by a contract with other local governments)
- D** - Contract with private provider (e.g., emergency medical service provided by private entity through contract with your local government)
- E** - Service available, but not through local government (e.g., emergency medical service available in your jurisdiction, but without involvement by your local government)
- F** - Service not available (e.g., emergency medical service not available in your jurisdiction)

### Check only one choice per service

Animal control  
 Building inspection  
 Building permits  
 Construction & code enforcement  
 Emergency medical services  
 Emergency 911  
 Fire protection  
 Health screening services  
*Jail*  
 Law enforcement  
 Planning  
 Public hospital  
 Public transit  
 Senior citizen program  
 Wastewater collection  
 Wastewater treatment  
 Water distribution  
 Water supply  
 Water treatment

2. Are any of the services listed in the preceding list provided on a regional basis, meaning through service delivery arrangements that extend beyond county lines?

☐

### **IF YES:**

2a. Please list these regional services:

(221)

**Section III: Public Facilities**

To \_\_\_\_\_ answer  
the persons most knowledgeable about the services available in your jurisdiction. This may include the Manager, Budget Officer, Social/Human Services Officer, Recreation Director, Public Works Director, Sheriff or Police Chief.

1. The following list contains several facilities that local governments may provide. Check or fill in the box provided with the answer that best describes the facilities available in your jurisdiction and how they are provided.

DO

NOT

to the general public, such as private golf courses, tennis courts or swimming pools. Please check or fill in the appropriate box using the following key:

- A** - Your government directly (e.g., airport provided by your government alone)  
**B** - Local government *authority* (e.g., airport provided by an airport authority associated with your government)  
**C** - Agreements \_\_\_\_\_ with \_\_\_\_\_  
 by two or more governments)  
**D** - Contract with private provider (e.g., airport provided by private entity through contract with your local government)  
**E** - Facility available, but not through local government (e.g., airport available in your jurisdiction, but without involvement by your local government)  
**F** - Facility not available (e.g., airport not available in your jurisdiction)

Check only one letter per facility title

Airport	(301)
Biking, hiking, and/or jogging trails	(302)
Cemeteries	(303)
Civic center	(304)
Correctional institute	(305)
Golf courses	(306)
Health clinic	(307)
Libraries	(308)
Community center	(309)
Neighborhood playgrounds/ playground equipment	(310)
Outdoor courts (such as basketball, tennis, volleyball)	(311)
Outdoor fields (such as baseball, football soccer)	(312)
Parks	(313)
Recreation center and/or gym	(314)
Senior citizens center	(315)
Stadium	(316)
Swimming pools	(317)

2. Are any of the facilities in the preceding list operated on a regional basis, meaning they are operated by entities that cross county lines?

☐ (318)
**IF YES:**

- 2a. Please list these regional facilities:

(319)

other

**Section IV: Planning, Zoning and Development Procedures**

To answer some of the questions in Section IV, you may need to consult the persons most knowledgeable about the government's planning and zoning functions. Examples include the Manager/Administrator, Planning and Zoning Director, Community Development Director, Attorney and/or Planner.

1. Does your government have a planning commission?

☐ (401)

2. Does your government have a *zoning ordinance*?

☐ (402)

**IF NO, skip to Question 3**

## Section IV: Planning, Zoning and Development Procedures (Cont.)

### IF YES:

2a. Who has the primary responsibility for administering and enforcing the **zoning ordinance**? (Check only one response)

Building inspector (403)  
 Chair of planning board  
 Community development director  
 City/County Manager or Administrator  
 Planning director  
 Zoning administrator  
 Regional Commission  
 Other (please specify)

2b. Who makes the final decision on requests for **variances** (special exceptions) or **conditional uses** in the zoning process? (Check only one response)

Council/commission/chairperson (404)  
 Board of zoning appeal  
 Planning commission  
 Other (please specify)

3. Who maintains and revises the **comprehensive plan**? (Check only one response)

Building inspector (405)  
 Chair of planning board  
 Community development director  
 City/County Manager or Administrator  
 Planning director  
 Zoning administrator  
 Regional Commission  
 Not applicable  
 Other (please specify)

If checked "Not applicable", please skip to Question 4

3a. Is a **comprehensive plan** reviewed in the rezoning process?

☐ (406)

If NO, skip to Question 4

### IF YES:

3b. Do you have a policy or requirement that the comprehensive plan be amended whenever a rezoning is approved ?

Always (407)  
 In some cases  
 No

4. Which of the following codes does your local government enforced? (Check all that apply)

Building code (408)  
 Residential code (409)  
 Electrical code (410)  
 Fire code (411)  
 Mechanical code (412)  
 Gas code (413)  
 Plumbing code (414)  
 Energy code (415)  
 Property Maintenance code (415A)  
 Existing Building code (415B)  
 Residential Green code (415C)  
 Local government has not enforced any of the above codes (416)  
 Other (please specify) (417)

5. Which of the following has your local government adopted (Check all that apply)

Historic preservation ordinance (418)  
 Landscape ordinance (419)  
 Sign control ordinance (420)  
 Subdivision regulations (421)  
 Tree ordinance (422)  
 Environmental Protection ordinance (423)  
 Water Conservation ordinance (424)  
 Storm-water Management ordinance (424A)  
 Architectural design guidelines (424B)  
 Local government has not adopted any of the above ordinances or guidelines (425)

## Section IV: Planning, Zoning and Development Procedures (Cont.)

6.

Are developers required to pay *impact fees (other than normal water/sewer tap on fees)*? These fees are imposed to recover some of the cost of infrastructure improvements needed for new residents or business.

☐ (426)

### IF YES:

6a. Toward which of the following services are *impact fees* applied? (Check all that apply)

- |  |       |
|--|-------|
| Libraries and related facilities   | (427) |
| Public safety, including police, fire, emergency medical and rescue facilities | (428) |
| Parks, open space, and recreation areas and related facilities                 | (429) |
| Water supply production, treatment and distribution                            | (430) |
| Waste-water collection, treatment and distribution                             | (431) |
| Storm-water, flood control, bank and shore protection and enhancement          | (432) |
| Roads, streets and bridges   | (433) |

### IF NO:

6b. Does your government plan to implement *impact fees in the near future*?

☐ (434)

7. Does your government have a capital improvement program or schedule of construction planned for five years or longer?

☐ (435)

## Section V: Financial Management Practices

To answer some of the questions in Section V, you may need to consult the persons most knowledgeable about the government's financial management practices. Examples include the Manager/Administrator, Clerk and Budget or Finance Officer.

1. By law, who is the designated *budget officer* for the government response)

(O.C.G.A.)

- |                                   |       |
|-----------------------------------|-------|
| Budget committee of commission    | (501) |
| Budget committee of staff         |       |
| Chief elected official            |       |
| County or city clerk              |       |
| Budget director                   |       |
| Finance director                  |       |
| City/County Manager/administrator |       |
| Contractor/administrator          |       |
| Regional Commission               |       |
| Other (please specify)            |       |

2. Who has the responsibility for preparing the annual *operating budget* for approval? (Check only one response)

- |                                   |       |
|-----------------------------------|-------|
| Budget committee of commission    | (502) |
| Budget committee of staff         |       |
| Chief elected official            |       |
| County or city clerk              |       |
| Budget director                   |       |
| Finance director                  |       |
| City/County Manager/administrator |       |
| Contractor/administrator          |       |
| RDC                               |       |
| Other (please specify)            |       |

3. Does your government have a full-time *finance director*?

☐ (503)

**Section V: Financial Management Practices (Cont.)**

4. Does your government maintain a comprehensive **capital budget** for the acquisition of major fixed assets and/or infrastructure? (NOTE: This question applies to general government operations. DO NOT check "Yes" if you maintain a capital budget only for specific activities such as solid waste management or water/sewer, gas delivery, etc.)

☐ (504)
**IF YES:**

- 4a. What is the time frame of the **capital budget plans**?

Two years	<input type="checkbox"/>	(505)
Three years		
Four years		
Five years		
Other (if greater than five years)		

  
☐

5. Does your government have a written **investment policy** to govern investment activities?

☐ (506)

6. Does your government have a written **transfer policy governing interfund transfers**?

☐ (507)
**IF YES:**

- 6a. Does it apply to the following funds?  
(Check all that apply)

Water and sewer fund	<input type="checkbox"/>	(508)
Solid waste fund		
Electric utility fund		
Gas utility fund		
Capital project fund		
Special revenue fund		
Other (please specify)	<input type="checkbox"/>	(514)

  
☐

7. Does your government have **special tax districts**?

☐ (515)
**IF NO, skip to Question 8****IF YES:**

- 7a. How are the taxes used in the **special tax districts**?  
(Check all that apply)

Business improvement district	<input type="checkbox"/>	(516)
Community improvement districts		
Downtown improvement		
Drainage and sewage		
Fire		
Police		
Sanitation		
Sewerage		
Street lighting		
Tax increment financing		
Other (please specify)	<input type="checkbox"/>	(526)

  
☐

8. Does your government receive revenues from a **local option sales tax** (LOST) authorized in state law (O.C.G.A. § 48-8-82)?

☐ (527)
**IF NO, skip to Question 9****IF YES:**

- 8a. How was your government's share of the **local option sales tax** (LOST) determined? (Check all that apply)

Service delivery responsibilities to resident population	<input type="checkbox"/>	(528)
Intergovernmental agreements		
Use of revenue as a subsidy		
Any coordinated agreement of county and city service delivery and financing		
Point of sale		
Other (please specify)		

  
☐

**Section V: Financial Management Practices (Cont.)**

9. Does your government receive revenues from a *special purpose* *local* law (O.C.G.A. § 48-8-110)?

☐ (534)

**IF NO, skip to Question 10**

**IF YES:**

9a. In what year was the most recent *special purpose local option sales tax* (SPLOST) imposed?

Year  (535)

9b. What are the authorized uses for your government's *special purpose local option sales tax* (SPLOST)? (Check all that apply)

- Airport facilities and equipment (536)
- Business improvement district (537)
- Civic center or coliseum (538)
- Courthouse or administrative building (539)
- Community improvement district (540)
- Cultural, recreational or historic facility (541)
- Hospital (542)
- Jail*, correctional or detention facility (543)
- Landfill or solid waste facility (544)
- Library (545)
- Retirement of previously incurred G.O. debt for roads, streets and bridges (546)
- Roads, streets and bridges (547)
- Public safety facilities and related equipment (548)
- Tax increment financing (549)
- Water or sewer (550)
- Other (please specify) (551)

10. Does your government collect a business or *occupation tax* authorized in state law (O.C.G.A. § 48-13-6)?

**Note:** This is not the same as a business license.

☐ (552)

**IF NO, skip to Question 11**

**IF YES:**

10a. Which method is used to assess your *option* *occupation tax*? (Check all that apply)

- Flat fee (553)
- Number of employees (554)
- Gross receipts (555)
- Profitability ratios (556)

10b. What was the year of your last amended *occupation tax* ordinance?

Year  (557)

11. Does your revenues assessed by local governments on businesses and occupations to help defray the cost incurred by the local government to regulate those businesses.

☐ (558)

12. Does your government have *user fees*? This is a non-tax revenue that may only be collected from those people who use the service.

☐ (559)
**Section VI: Economic Development Activities**

To answer some of these questions in Section VI, you may need to consult the persons most knowledgeable about the government's economic development activities. Examples include the Manager, Economic or Community Development Director, Administrator and Clerk.

1. Which of the following takes the initiative for *economic development activities* in your jurisdiction? (Check all that apply)

- Local chamber (601)
- Multi-jurisdictional chamber (602)
- Development authority (603)
- Joint development authority (604)
- Local government (605)
- No economic development activities (606)

**IF YOU CHECKED "NO ECONOMIC DEVELOPMENT ACTIVITIES" TO THE PRECEDING QUESTION, PLEASE SKIP TO SECTION VII**

**Section VI: Economic Development Activities (Cont.)**

2. Does your government employ a full-time economic developer responsible for *economic development activities*?

(607)

**NOTE:** The information reported will be used in the aggregate to identify trends rather than to specifically identify practices of a particular local government. Local governments have a variety of methods they can use to attract and retain industry in their community. Whatever strategy is used, the specific incentive offered to industry can vary depending on the type of industry, number of jobs created, industry trends, etc. The questions below ask about the mix of incentives that local governments may use.

3. How often does your government use the following incentives in attracting new industry to locations in your community? Using the following key, mark the space for the letter choice.

- A - Never  
B - Sometimes  
C - Most of the time  
D - Always

**Check only one letter per incentive**

- Land (at little or no cost) (608)
- Local or regional low-interest or deferred payment loans (609)
- State grants and loans (610)
- Federal grants and loans (611)
- QuickStart program** (612)
- Subsidies** (613)
- Tax incentives (614)
- Utilities at little or no cost (615)
- Commitment of additional local government services (616)
- Industrial development bonds** (617)
- Expedited permitting (618)
- Waiver of regulations (619)
- Waiver or reduction of required fess or assessments (620)
- Other (please specify) (621)

4. How often does your government use the following incentives in encouraging the retention and expansion of existing industry? Using the following key, mark the space for the letter choice.

- A - Never  
B - Sometimes  
C - Most of the time  
D - Always

**Check only one letter per incentive**

- Land (at little or no cost) (622)
- Local or regional low-interest or deferred payment loans (623)
- State grants and loans (624)
- Federal grants and loans (625)
- QuickStart program** (626)
- Subsidies** (627)
- Tax incentives (628)
- Utilities at little or no cost (629)
- Commitment of additional local government services (630)
- Industrial development bonds** (631)
- Expedited permitting (632)
- Waiver of regulations (633)
- Waiver or reduction of required fess or assessments (634)
- Other (please specify) (635)

 (635A)

5. What is your government's current millage rate?  (636A)

**FOR COUNTY GOVERNMENTS ONLY**

- 5a. Does your government collect the additional mill of *ad valorem tax*, authorized by state law, for the purpose of financial assistance to your county or multi-jurisdictional development authorities as prescribed in O.C.G.A. § 48-5-220(20)?

**IF NO, skip to Question 7**
 (636)
**IF YES:**

- 5b. For what purpose is the additional one mill of *ad valorem tax* used?

County Development Authority (637)

Multi-jurisdictional Development Authority

Both



**Section VI: Economic Development Activities (Cont.)****FOR MUNICIPAL GOVERNMENTS ONLY**

6. Does your government collect the additional *ad valorem tax* (up to three mills), authorized by state law, for the purposes of financial assistance to your municipal or multi-jurisdictional development authorities as prescribed in O.C.G.A. § 48-5-350?

☐ (638)

IF NO, skip to Question 7

**IF YES:**

- 6a. For what purpose is the additional one mill of *ad valorem tax* used?

Municipal Development Authority ☐ (639)  
 Multi-jurisdictional Development Authority ☐  
 Both ☐

- 6b. What is the millage rate for this purpose?  
 (Check only one)

Full amount (three mills) ☐ (640)  
 Two mills ☐  
 One mill ☐  
 Other (please specify amount) ☐

**QUESTIONS ARE BOTH MUNICIPAL AND COUNTY GOVERNMENTS**

7. Does your government have a constitutional development authority?

☐ (641)
**IF YES:**

- 7a. What amount of *ad valorem tax* do you dedicate to the constitutional development authority? (Check only one)

Three mills ☐ (642)  
 Two mills ☐  
 One mill ☐  
 Other (please specify amount) ☐

None ☐

8. If your government does not levy the additional mill(s) of *ad valorem tax* (as prescribed in O.C.G.A. § 48-5-220 [county]/ § 48-5-350 [municipal]), does your government support economic development through the budget process?

☐ (643)
**IF YES:**

- 8a. Which range indicates your government's level of financial support? (Check only one)

Less than \$10,000 ☐ (644)  
 \$11,000 - \$25,000 ☐  
 \$26,000 - \$50,000 ☐  
 \$51,000 - \$100,000 ☐  
 Greater than \$100,000 ☐

**Section VII: Public Safety**

To answer some of the questions in Section VII, you may need to consult the persons most knowledgeable about public safety functions in your government. Examples include the Police Chief, Sheriff, Fire Chief and Public Safety Director.

**QUESTIONS 1 THROUGH 1D FOR MUNICIPAL GOVERNMENTS ONLY**

1. Does your government operate a police department?  
 Please check "No" if the sheriff's department provides all law enforcement services in your jurisdiction.

☐ (701)
**IF YOUR GOVERNMENT DOES NOT OPERATE A CITY POLICE DEPARTMENT, THEN SKIP TO QUESTION 4**

- 1a. What is the method of providing handguns to sworn law enforcement personnel?

Government provides ☐ (702)  
 Officer provides ☐  
 Other (please specify) ☐

**Section VII: Public Safety (Cont.)**

1b. For the majority of the patrol officers, which of the following shift hours are they primarily assigned? (Check only one)

8 hours ☐ (703)  
 9 hours ☐  
 10 hours ☐  
 12 hours ☐  
 Other ☐

1c. Does the police department have a "One Car, One Driver Rule" where each vehicle is the responsibility of one officer?

☐ (704)

**If YES, skip to Question 4**

**IF NO:**

1d. What is the typical number of drivers for each vehicle?

Number of drivers  (705)

**Skip to Question 4 on Page 11**

**QUESTIONS 2 THROUGH 2D FOR  
COUNTY GOVERNMENTS ONLY**

2. Does your government operate a police department?

☐ (706)

**If NO, skip to Question 3**

**IF YES, ANSWER QUESTIONS 2A - 2C ON  
COUNTY POLICE DEPARTMENT PRACTICES**

2a. What is the method of providing handguns to sworn law enforcement personnel?

Government provides ☐ (707)  
 Officer provides ☐  
 Other (please specify) ☐

2b. For the majority of the patrol officers, which of the following shift hours are they primarily assigned? (Check only one)

8 hours ☐ (708)  
 9 hours ☐  
 10 hours ☐  
 12 hours ☐  
 Other ☐

2c. Does the police department have a "One Car, One Driver Rule" where each vehicle is the responsibility of one officer?

☐ (709)

**IF NO:**

2d. What is the typical number of drivers for each vehicle?

Number of drivers  (710)

**COUNTY GOVERNMENTS, PLEASE ANSWER THE  
FOLLOWING QUESTIONS REGARDING  
PRACTICES OF THE SHERIFF'S DEPARTMENT**

3. What is the method of providing handguns to sworn law enforcement personnel?

Government provides ☐ (711)  
 Officer provides ☐  
 Other (please specify) ☐

3a. For the majority of the deputies, which of the following shift hours are they primarily assigned? (Check only one)

8 hours ☐ (712)  
 9 hours ☐  
 10 hours ☐  
 12 hours ☐  
 Other ☐

3b. Does the sheriff's department have a "One Car, One Driver Rule" where each vehicle is the responsibility of one officer?

☐ (713)

**IF NO:**

3c. What is the typical number of drivers for each vehicle?

Number of drivers  (714)

**Section VII: Public Safety (Cont.)****QUESTIONS 4 THROUGH 9 ARE TO BE ANSWERED BY MUNICIPAL AND COUNTY GOVERNMENTS**

4. Does your government operate a *jail*? Please include only those facilities that hold persons for more than four hours.

 (715)

If NO, skip to Question 5

**IF YES:**

- 4a. Who owns the jail facility? (Check only one)

Our government  (716)

Another government

A private firm

5. Does your government add the additional 10% fee authorized by the *Jail Construction and Staffing Act onto court fines*?

 (717)

6. What is your government's *fire classification rating (ISO rating)*? To answer this question you may need to consult the fire chief. If there is more than one rating, indicate the rating that covers most of the area of your jurisdiction. (Check only one number)

 (718)

7. How many fire stations does your government support totally or in part with taxes? (Enter '0', if none)

Number of stations  (719)

8. Does your fire department use volunteers for fire fighting duties?

 (720)
**IF YOU RESPONDED "0" (ZERO) TO QUESTION 7 AND "NO" TO QUESTION 8, THEN GO TO SECTION VIII****IF YES:**

- Is the fire department all-volunteer?

 (721)

8a.

9. Do fire fighting personnel work on scheduled shifts?

 (722)
**IF YES:**

- 9a. What is the typical number of firefighters on duty on any shift?

Number  (723)

**Section VIII: Form of Government****FOR COUNTY GOVERNMENTS ONLY**

1. Under which of the following structures does your county operate?

Sole Commissioner  (800)

Board of Commissioners

2. How is the sole commissioner or chairperson elected/appointed?

Popular vote  (801)

Vote of commission

3. How are other members of the board of commissioners elected?

By district  (802)

At-large

Some by district and some by at-large

Not applicable (Sole Commissioner)

4. Excluding the commission chairperson, how many seats are there on the board of commissioners?

Number  (803)

Not applicable (Sole Commissioner)  (803A)

**FOR MUNICIPAL GOVERNMENTS ONLY**

5. How is the mayor elected/appointed?

Vote of council  (804)

Popular vote

6. Excluding the mayor, how are members of the city council elected?

By district  (805)

At-large

Some by district and some by at-large

Not applicable

7. Excluding the mayor, how many seats are there on the city council?

Number  (806)

8. Under which of the following structures does your city operate?

"Weak" Mayor-council  (807)

"Strong" Mayor-council

Council-manager

City commission

Other

## Section IX: E-Government

1. Does your government maintain an official website where vital activities of your government are presented?

☐ (901)

**IF NO, Skip to Question 3**

**IF YES,** please provide the web address:

 (902)

- 1a. What online services does your government's website offer? (Check all that apply)

General information ☐ (903)

Tax payments ☐ (904)

Utility bill payments ☐ (905)

Voter registration ☐ (906)

Car tags and renewals ☐ (907)

Other (please specify) ☐ (908)

 (909)

2. If you did NOT complete this survey on-line, please indicate why not? (Check only one response)

Government does not have internet access ☐ (910)

Government has internet access; however, person completing the survey does not ☐

Other (please explain) ☐

 (911)

3. Does your government maintain a general email address for broad-spectrum concerns or information from the public? (i.e. cityhall@xyz.com or cityofgeorgia@xyz.org)

☐ (912)

**IF YES,** please provide the email address:

 (913)

**PLEASE GO TO THE  
CERTIFICATION PAGE TO  
COMPLETE THE SURVEY**

**Section X: Certification**

NOTE: This section is **very** important. Please take the time to have it completed properly and signed by you chief elected official. Rubber-stamped signatures are not acceptable, and no other official may sign the survey. **All forms without an original signature of the chief elected official will be returned.**

The undersigned certify to the following:

1. The information contains herein represents, to the best of my knowledge, accurate responses regarding operations within this city/county/consolidated government.
2. Members of the appropriate governing body (board of commissioners or city council) have been given opportunity to review this information for accuracy.
3. The chief administrative officer for the local government has been given the opportunity to review this information for accuracy.

Government Name: \_\_\_\_\_

Type of government:

☐

County

☐

Municipal

☐

Consolidated county/city

Signature of Chief Elected Official: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Chief Elected Official: \_\_\_\_\_

Title of Chief Elected Official: \_\_\_\_\_

**CONTACT INFORMATION**

Name of Person Completing Survey: \_\_\_\_\_

Title of Person Completing Survey: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

(      )

Fax: \_\_\_\_\_

(      )

Contact e-mail address: \_\_\_\_\_

Office Hours: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

**Department of Community Affairs**

Office of Research, Attn: Jonathan Sharpe  
60 Executive Park South, N.E.  
Atlanta, Georgia 30329-2231

**SUBMIT WITHOUT DELAY.**

(2/28/12)